

ADVANTAGE Financial Training Classes

Dates: _____

Location: **Dept of Human Resources, Professional Development Center**
701 N. Rancho, Las Vegas, NV 89106

Monday	1:00 – 5:00	Introduction to ADVANTAGE ADVANTAGE System Navigation
Tuesday	8:30 – 10:30	CR (Cash Receipt) Document
Tuesday	10:30 – 1:00	PV (Payment Voucher) Document
Tuesday	2:00 – 3:00	JVR (Restricted Journal Voucher) Document – this replaces the MIS journal voucher.
Tuesday	3:00 – 5:00	Open Lab*
Wednesday	8:30 – 12:00	<u>Purchasing Division</u> RX (Requisition) and RC (Receiver)
Wednesday	1:00 – 3:00	Fixed Assets

***Optional: Opportunity to bring documents from your workplace to practice entering into ADVANTAGE, ask additional questions, practice additional exercises and examples, etc.**

Each person wishing to attend the document training (Financial or Purchasing) must attend Navigation training first.

For questions about or changes to training sign-up, please contact:

Financial

Lindi Duran (775) 684-5197
Judy Hetherington (702) 486-3895

Purchasing

Shannon Berry (775) 684-0171

State of Nevada ADVANTAGE System
Financial Training Sign Up Sheet

Dates: _____

Agency: _____

Agency Number(s): _____

	NAME	NAV* Mon 1-5	CR Tues 8:30- 10:30	PV Tues 10:30- 1:00	JVR Tues 2-3
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SPECIAL ACCOMMODATION: If an employee is signed up for training and requires special accommodation for conditions including but not limited to hearing, sight, or mobility, please detail below:

Please return this form to the STATE CONTROLLER'S OFFICE, IFS PROJECT

DESCRIPTIONS OF THE PURCHASING DIVISION ADVANTAGE TRAINING COURSES

ADVANTAGE PURCHASING SYSTEM

In this course the user will learn and understand the purchasing process in ADVANTAGE and view the various tables relating to purchasing. We will go over the flow of purchasing documents and the various stages of the process. Users will receive step-by-step instructions for requisition and receiver documents. Users should have a basic understanding of these documents, and the rules and regulations of purchasing before attending this course. The agency's employees currently handling the purchasing documents should be the attendees.

Course length approximately 3 ½ hours.

If you have any questions regarding the purchasing training course, please call Shannon Berry at (775) 684-0171 or email at sberry@govmail.state.nv.us.

ADVANTAGE FIXED ASSET SUBSYSTEM

In this course the user will learn and understand the fixed asset process in ADVANTAGE and view the various tables and documents used to maintain a fixed asset inventory. Beginning with an overview of the phases of property management, followed by step-by-step instruction through each screen, users will learn to utilize the system for efficient inventory maintenance. Hands-on exercises during the course will give users the opportunity to practice transactions prior to going live.

Course length approximately 1½ hours.

If you have any questions regarding the fixed asset subsystem course, please call Kim Perondi at (775) 687-3013 or email at kperondi@govmail.state.nv.us.

State of Nevada ADVANTAGE System
Purchasing Training Sign Up Sheet

Dates: _____

Agency: _____

Agency Number(s): _____

NAME	PURCHASING Wed 8:30 – 12:00	FIXED ASSETS Wed 1:00 – 3:00
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